

California National Guard - Human Resources Office

Air Active Guard Reserve (AGR) Vacancy

Position

Announcement Number: A6-065	Announcement Date: 28 AUG 06	Closing Date: 27 SEP 06
Position Title: Recruiting and Retention NCO	Required AFSC: 8R000	Max Mil Rank: E7
Duty Organization/Location: 234 th Intelligence Squadron Beale AFB, CA	Selecting Official: Commander, 162 nd CCG	PD Number: AFMAN 36-2108

Area of Consideration

Statewide. All applications will be accepted; however, first consideration will be given to Group A and/or Group B.

Specialty Summary

Manages, coordinates, and operates the unit recruiting and retention programs, to include; advising staff personnel, coordinating and disseminating recruiting and retention information, and establishing and maintaining effective relations with the local community.

Duties and Responsibilities

Geographically Separated Unit (GSU) (R&RNCO) recruiter will report to the ANG unit/detachment commander.

a. Assist the ANG commander in the planning and organizing of recruiting and retention activities. Analyzes industrial and population content of communities to determine the requirements of the recruiting program. Develops long-term contacts with representative of the local news media. Develops and maintains recruiting relations with representatives of civilian organizations, high schools, reserve and active duty recruiting units of the armed forces, and the general public. Implements recruiting and retention programs to meet the Air National Guard needs and interests. Establishes contacts with interested prospects through the use of the news media and referrals. Establishes techniques for disseminating recruiting and retention information. Maintains awareness of events and facts concerning benefits for Air National Guard personnel.

b. Coordinates recruiting and retention activities with information specialists and photographers to cover events in which the Air National Guard participates. Prepares and coordinates the recruiting and retention advertisements for local radio and television Public Service Announcements (PSAs). Prepares reports and correspondence for recruiting and retention activities. Instructs and indoctrinates other recruiting personnel in techniques.

c. Coordinates inter-service information on recruiting activities. Reports unfavorable publicity or conditions that might result in any unfavorable public reaction. Coordinates with responsible sections to ensure prospects are properly scheduled for physical examinations and ASVAB testing, etc. Coordinates with educational institutions, public service organizations, and other organizations upon request.

d. Performs technical recruiting and retention functions. Conducts recruiting and retention briefings. Plans and coordinates job fairs, air shows, career days, Palace Chase and Palace Front briefings, base tours, etc. Makes personal contact with prospective enlistees to present the overall opportunities that the Air National Guard has to offer. Follow-up on all contacts regardless of the source. Convinces qualifies individuals to join the Air National Guard.

e. Must maintain locally established recruiting production standards to meet ANGRC/state/unit strength requirements.

f. Must be familiar with the officer selection program IAW NGR (AF) 36-02 and AFM 36-2105. All officer leads should be coordinated with the commander.

Qualification Requirements

There are three qualification groups that an applicant is rated:

Group A: Applicants that possess the AFSC/SDI:

- Enlisted E5 and above must possess the AFSC/SDI in the advertised announcement.
- Must have the rank(s) of the announcement.

Group B: Applicants that are current on board Air AGR that do not have the AFSC/SDI:

- Must be on board Air AGR of the California Air National Guard.
- Must meet the specialty qualification to enter the advertise AFSC/SDI.
- Must have the rank(s) of the announcement.

Group C: Applicants that do not have the AFSC/SDI and not employed as an Air AGR of the California Air National Guard:

- Must meet the specialty qualification to enter the advertise AFSC/SDI.
- Must have the rank(s) of the announcement.

Specialty Qualifications

- a. Knowledge of the organization, mission, and operation of the Air National Guard, and the methods and techniques of recruiting and retention internally and publicly, including the use of newspapers, magazines, radio, and photographic media is desirable.
- b. Must be able to demonstrate the capability of maintaining CA ANG recruiting production goals.
- c. Must possess an overall knowledge of the CA ANG recruiting and retention program.
- d. Must have supervisory capabilities.
- e. Must be in the grade of E-5 (Staff Sergeant) through E-7 (Master Sergeant). Must have a minimum of a 5-skill level in any AFSC (3-Skill level if the applicant's AFSC does not have a 5-skill level).
- f. Appearance must project a favorable image of the Air National Guard. Compliance with AFI 36-2903 and the Air National Guard weight standards is mandatory.
- g. Must possess 8R000 AFSC or attend and successfully complete the ANG Recruiting School
- h. Ability to type at least twenty-five words per minute, and be familiar with Microsoft Word and Excel is desirable.

Conditions of Employment

- Must be medically qualified under the provisions of AFI 48-123. An Induction physical must be conducted within 24 months prior to entry on AGR duty. An AF Form 422 must be completed if physical is more than 30 days old. HIV Test cannot be more than six (6) months old prior to the tour start date. Personnel Age 40 or older are required to have a Risk Index calculated, if it exceeds 10,000 a stress EKG is required. Retention Physicals (Every five years) and Flight Physicals are not valid physicals for accession into the AGR Program.
- Must meet height and weight standards of AFD 36-29 and cannot be on the Weight Management Program (this does not include the probationary period after the loss of weight).
- Must be eligible to acquire a minimum of 20 years of active duty prior to his/her mandatory separation date age 60 for enlisted members (exceptions may be considered by The Adjutant General).
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must not be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- This position is in the Active Guard/Reserve (AGR) Program. The initial tour of duty is four (4) years unless sooner released or reassigned. Tour length must correspond with individuals ETS.

Instructions for Applying

Interested applicants must submit the following mandatory documents (packets received without these documents will not be considered. Other documents (EPR's/OPR's, Resume, etc., are optional.)

- **NGB Form 34-1** Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- **Copy of most current Records Review RIP.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Fight or go to <http://www.afpc.randolph.af.mil/vs> (Documents must show your ASVAB scores)

COMPLETION OF APPLICATION:

Applicants must type or print in legible dark ink, SIGN AND DATE each application. Failure to sign and date these forms in ORIGINAL SIGNATURE will result in non-consideration. **Fax will not be accepted.** Applications will only be accepted if they are physically received in the Human Resource Office by **1630 hours** on the closing date of the vacancy announcement. No exceptions will be made.

MAIL APPLICATIONS TO:

**California National Guard,
9800 Goethe Road
BOX 37 Attn: CARSD-J1-HR-Air AGR
Sacramento, CA 95826-9101**

Selecting Supervisor

Selection will be made by the 162nd Group Commander, with coordination from HQ CA ANG/ESSO.

Remarks

Federal law prohibits the use of government postage for submission of applications.

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin.